



**Assistant Grants Compliance Officer\***  
**Office of Policy for Extramural Research Administration**  
Office of Extramural Research  
National Institutes of Health

The National Institutes of Health (NIH) in Bethesda, Maryland, the world's largest medical research facility and an operating division of the U.S. Department of Health & Human Services (HHS), seeks applications from exceptional candidates to provide authoritative guidance and consultation to NIH staff, grantee institution officials, applicants, potential applicants, grantees, and the general public as the assistant grants compliance officer in the Division of Grants Compliance and Oversight (DGCO). This position is located in the Office of Policy for Extramural Research Administration (OPERA), Office of the Director, NIH.

As the DGCO assistant grants compliance officer, you will serve as one of the principal experts on grants compliance and oversight issues as they relate to HHS and NIH policies, procedures and guidelines. The DGCO is the focal point to advance external compliance with policy legislative mandates and enhance compliance oversight by recipient institutions.

You will also analyze cases of noncompliance and conduct studies of special problems or issues of interest to NIH or HHS; conduct and/or lead the conduct of studies, reviews, and analysis of procedures that impact NIH grants activities in such areas as grants accountability, administrative integrity, financial stewardship, and compliance issues; serve as a principal expert on grants compliance and oversight, participate in DGCO liaison activities, conduct legislative research, and respond to inquiries from Congress, the Office of the Inspector General, Government Accountability Office, and the public.

NIH, located in Bethesda, Maryland, is the world's largest biomedical research facility and an operating division of the HHS. Its thriving, committed workforce of more than 18,000 enjoys outstanding benefits. A career at NIH is a career about life!

\*This position will be advertised as a Grants Management Specialist. See the full vacancy announcement and apply online via USAJobs.gov under NIH-OD-MP-15-1424994 at <https://www.usajobs.gov/GetJob/ViewDetails/406098900>. The vacancy opens on June 9, 2015 and closes on June 15, 2015.

Applicants must be U.S. citizens.

***NIH AND HHS ARE EQUAL OPPORTUNITY EMPLOYERS***

